

## **This schedule applies to: Department of Fish and Wildlife**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Fish and Wildlife relating to the unique functions of protecting and conserving Washington's fish and wildlife resources and ecosystems. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designation as "Archival (Permanent Retention)" must not be destroyed. Records designated as "Archival (Appraisal Required)" must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Department of Fish and Wildlife and its predecessors are revoked. The Department of Fish and Wildlife must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on June 4, 2014.

*Signature on File*

**For the State Auditor:**  
**Cindy Evans**

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**For the Attorney General:**  
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**The State Archivist:**  
**Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 14, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	June 6, 2012	Minor correction of one incorrect Disposition Authority Number and minor corrections to the DAN index.
1.2	September 5, 2012	Major revision of Enforcement function (with some other minor revisions).
1.3	December 5, 2012	Minor revision of Asset Management – Maintenance section.
1.4	March 6, 2013	Addition of one new record series to the Enforcement – Case Management section.
1.5	December 4, 2013	Minor revisions to the Enforcement and Licenses and Permits sections.
1.6	June 4, 2014	Revision to existing and added series for Recreational Sports Fish/Crab Catch Report Cards.

For assistance and advice in applying this records retention schedule,  
please contact the Department of Fish and Wildlife's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. AGENCY MANAGEMENT

This section covers records relating to the overarching management of agency business and its general administration not currently covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to agency management.

### 1.1 COMMUNITY RELATIONS

*Records relating to the state government agency's interaction with its community not currently covered by the State Government General Records Retention Schedule.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-04-29817 Rev. 1	<p><b><i>Tribal Relations</i></b></p> <p>Records documenting agency interaction with tribes concerning matters related to the agency's core mission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Reservations, regulations, and rights;</li> <li>Rafeedie decision and federal court cases regarding shellfish.</li> </ul>	<p><b>Retain</b> for 11 years after end of calendar year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention)</p> <p><b>ESSENTIAL</b> OPR</p>

## 1.2 HEARINGS

*The activity of conducting administrative hearings.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-01-56406 Rev. 2	<p><b><i>Civil Administration Hearings</i></b></p> <p>Records the adjudicative proceedings of the Department's Administrative Hearing Officers that determine the rights, duties and privileges of petitioners in Department rulings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Seizure for forfeiture;</li> <li>• Hunting/fishing license suspension and revocations;</li> <li>• Wildlife permit denial, hunter education application and instructor's dismissal;</li> <li>• Commercial license (fishing/crab) appeals.</li> </ul> <p>Excludes records related to other litigation actions through the Attorney General's Office.</p>	<p><b>Retain</b> for 7 years after case closed <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 2. ASSET MANAGEMENT

This section covers records relating to the management of the agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.) not currently covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to asset management.

### 2.1 ACCIDENTS

*The activity involved in dealing with mishaps causing injury or damage.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-10-30443 Rev. 1	<b>Vehicle/Vessel Accidents</b> Records documenting accidents involving agency vehicles and vessels and their subsequent inquiries/investigations.	<b>Retain</b> for 6 years after inquiry is completed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.2 MAINTENANCE

*The activity involved of maintaining and servicing of agency owned assets.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68350 Rev. 0	<p><b>Agency-Owned Animals</b></p> <p>Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915(7).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Training and canine team certification;</li> <li>• Animal acquisition and microchip information;</li> <li>• Records showing purpose, use, or assignment of animal.</li> </ul>	<p><b>Retain</b> for 6 years after removal from active service <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-12-68351 Rev. 0	<p><b>Aircraft – Alteration, Status, and Time in Service</b></p> <p>Records identified by 14 CFR §91.417(b)(2) relating to the airworthiness, alterations, time in service and status of agency aircraft.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Time in service records;</li> <li>• Life-limited parts;</li> <li>• Inspection status;</li> <li>• Alterations to aircraft.</li> </ul> <p>Excludes records covered by Aircraft – Maintenance and Inspection (DAN 12-12-68352).</p> <p><i>Note: At time of sale, copies of the agency's records should be transferred to purchaser. Original records must be retained by the agency until the current approved minimum retention period has been met in accordance with RCW 40.14.060.</i></p>	<p><b>Retain</b> for 6 years after sale of aircraft <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 2.2 MAINTENANCE

*The activity involved of maintaining and servicing of agency owned assets.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68352 Rev. 0	<p><b><i>Aircraft – Maintenance and Inspection</i></b></p> <p>Records identified in 14 CFR §91.417(b)(1) relating to the maintenance and inspections of agency aircraft.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Maintenance records;</li> <li>• Inspection records</li> </ul> <p>Excludes records covered by Aircraft – Alteration, Status, and Time in Service (DAN 12-12-68351).</p>	<p><b>Retain</b> until repeated or superseded by subsequent maintenance work</p> <p><i>or</i></p> <p>3 years after the work is performed,</p> <p><i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-12-68353 Rev. 0	<p><b><i>Weapons (Agency-Issued)</i></b></p> <p>Records relating to the purchasing, issuance, inspection, and maintenance of weapons issued by and/or handled by agency enforcement personnel.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Records of inspection, maintenance, and certification.</li> <li>• Primary and backup weapons</li> </ul>	<p><b>Retain</b> for 3 years after disposal of weapon</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 3. CONSERVATION

This section covers records relating to the conservation, restoration and recovery of fish and wildlife.

#### 3.1 HABITAT RESTORATION AND PROTECTION

*The activity relating to restoring and protecting natural habitats for fish and wildlife.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18453 Rev. 1	<b>Lakes and Streams Historical File</b> Information gathered annually by Department of Fish and Wildlife lake and stream surveying used for documenting rotenone (pesticide) treatment and rehabilitation for the purpose of protecting fish species and enhancing fisheries and the effects on specific bodies of water within the State of Washington.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
00-07-59816 Rev. 1	<b>State Environmental Policy Act (SEPA)</b> Documentation pertaining to SEPA permits issued by Department of Fish and Wildlife as a lead agency. Includes records of environmental review by the public and federal/state permitting agencies, and threshold determinations originated by the Washington Department of Fish and Wildlife and rendered before project initiation per RCW 43.21C. <i>Note: Department of Ecology holds the registry of SEPA permits issued by Department of Fish and Wildlife and other lead agencies in the State of Washington.</i>	<b>Retain</b> for 14 years after initiation of project or until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> OPR

### 3.1 HABITAT RESTORATION AND PROTECTION

*The activity relating to restoring and protecting natural habitats for fish and wildlife.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-07-23036 Rev. 1	<b>State Environmental Policy Act (SEPA) – Requests By External Entities</b> Records related to requests from external entities for environmental review and comments provided by the Department of Fish and Wildlife. <i>Note: For records resulting in SEPA mitigation use DAN 00-07-59816.</i>	<b>Retain</b> for 6 years after end of the calendar year or until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
08-01-61695 Rev. 1	<b>Watershed Analyses</b> Detailed records of Local Habitat Assessments (LHA) performed by Department of Fish and Wildlife staff for counties and watersheds to identify important species and habitats for fish and wildlife protection.	<b>Retain</b> until completion of watershed analysis project <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 3.2 SPECIES RECOVERY AND MANAGEMENT

*The activity relating to protection, restoration and recovery of fish and wildlife species.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-04-29818 Rev. 3	<p><b><i>Fish Species, Research and Data</i></b></p> <p>Records documenting the introduction and management of specific game fish to waters of Washington State.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Research and statistical data;</li> <li>• Tagging, laboratory operations, populations, locations;</li> <li>• Diseases and other related documentation for different fish species.</li> </ul>	<p><b>Retain</b> for 21 years or until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
74-10-07126 Rev. 3	<p><b><i>Hatcheries, Fish Farms, Fishways</i></b></p> <p>Provides records related to hatchery production, operation and management.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Fish arriving at traps and numbers for brood year species;</li> <li>• Plant and carcass disposition of eggs taken, fish spawned;</li> <li>• Annual salmon hatchery production plans.</li> </ul>	<p><b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
77-02-18416 Rev. 1	<p><b><i>Migratory Birds and Waterfowl Population</i></b></p> <p>Detailed records collected and census studies provided by staff used to manage migratory birds, waterfowl population and to generate reports relevant to waterfowl and migratory bird populations during various seasons in areas of Washington State.</p>	<p><b>Retain</b> for 25 years or until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 4. ENFORCEMENT

This section covers records created by the WDFW Enforcement Program including but not limited to criminal processes, actions, and resolutions implemented as a result of enforcement activities.

### 4.1 CASE MANAGEMENT

*The activity involved in managing cases under enforcement jurisdiction, including hunting accidents.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22114 Rev. 3	<p><b>Case Files – Criminal</b></p> <p>Detailed records pertaining to criminal cases.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Arrest reports, citations, and general criminal case files;</li> <li>• License suspensions, revocations and reinstatements;</li> <li>• Property and evidence files;</li> <li>• Documentation of necessary use of force when pursuing suspects.</li> </ul>	<p><b>Retain</b> for 10 years after case is closed</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68296 Rev. 0	<p><b>Case Files – Juvenile Offenders</b></p> <p>Case reports and files assembled by enforcement staff pertaining to offenses allegedly committed by juveniles.</p>	<p><b>Retain</b> until juvenile attains 23 years of age</p> <p><i>or</i></p> <p>notification of destruction eligibility is received by the juvenile court, whichever is sooner</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 4.1 CASE MANAGEMENT

*The activity involved in managing cases under enforcement jurisdiction, including hunting accidents.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-03-68437 Rev. 0	<b>Citations/Notices of Infraction Issued</b> Records relating to criminal or non-criminal citations and infractions issued to alleged violators. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Originals and/or duplicates of issued citations and infractions;</li> <li>• Documentation of disposition of the charge when applicable.</li> </ul>	<b>Retain</b> for 3 years after date of issuance <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68297 Rev. 0	<b>Court Orders – Warrants and Writs</b> Writs and warrants received from courts requiring law enforcement action and which have not been served, fulfilled, or recalled. <i>Note: Once served, warrants and writs are to be retained with the pertinent case file.</i>	<b>Retain</b> until served, recalled, or cancelled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68298 Rev. 0	<b>Criminal History Inquiry Logs</b> Logs documenting all criminal history inquiries performed by enforcement.	<b>Retain</b> for 4 years after last audit cycle <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
79-03-22123 Rev. 1	<b>Hunting Accidents</b> Documentation produced by the Department of Fish and Wildlife Enforcement Program documenting fatal and non-fatal hunting accidents.	<b>Retain</b> for 6 years after date of accident <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

## 4.1 CASE MANAGEMENT

*The activity involved in managing cases under enforcement jurisdiction, including hunting accidents.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68299 Rev. 0	<p><b>Notorious Case Files</b></p> <p>Case files of any type, and related documentation of investigations of cases which have gained contemporary public notoriety or significance.</p> <p>Excludes juvenile offenders.</p> <p><i>Note: For guidance on how to identify notorious or historically significant cases, contact Washington State Archives.</i></p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 4.2 COMMUNITY INTERACTION

*The activity involves enforcement interactions with the community.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68301 Rev. 0	<p><b>Crime Prevention Programs</b></p> <p>Records relating to the management of crime prevention programs, including but not limited to the <i>Eyes in the Woods</i> program.</p> <p><i>Note: Excludes forms used to pay rewards or preference points for information leading to issuance of a citation.</i></p>	<p><b>Retain</b> for 1 year after obsolete or superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68302 Rev. 0	<p><b>Rewards Program</b></p> <p>Provides documentation of the payment of rewards or preference points for information leading to issuance of citation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Rewards request forms;</li> <li>• Copies of order payment forms;</li> <li>• Copies of case report;</li> <li>• Reward letters.</li> </ul> <p><i>Note: Information is highly confidential.</i></p>	<p><b>Retain</b> for 5 years after date when violation was reported <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68303 Rev. 0	<p><b>Ride-Along Program</b></p> <p>Provides documentation relating to the public participation in Enforcement's Ride-Along Program where citizens are allowed to ride along in vehicles with agents/officers from enforcement.</p>	<p><b>Retain</b> for 3 years after participant's ride-along <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



### 4.3 EDUCATION AND CERTIFICATION

*The activity involves educational programs and certifications managed through enforcement.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22120 Rev. 1	<p><b>Hunter Education Program</b></p> <p>Records related to the Hunter Education program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Course records and instructor files;</li> <li>• Registrations and Certificates of Completion.</li> </ul>	<p><b>Retain</b> for 6 years after completion of course</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-03-68235 Rev. 0	<p><b>Master Hunter (AHE) Permit Program</b></p> <p>Records related to Advanced Hunter Education (AHE) Program. Provides training, education and upon successful completion of the course, a permit to participate in special hunts aimed at reducing property damage and/or public safety problems posed by wildlife.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications, tests, certification/re-certification;</li> <li>• Course records and instructor files;</li> <li>• Issuing/renewals of permits;</li> <li>• Unsuccessful attempts.</li> </ul>	<p><b>Retain</b> for 6 years after permit expires or non-recertification</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

#### 4.4 INVESTIGATIONS

*The activity involved in the collection of information and investigations of suspected or alleged criminal activity.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68305 Rev. 0	<b>Confidential Informants</b> Records relating to individuals with confidential informant status who provide information to enforcement. <i>Note: Information is confidential and steps taken to ensure security and confidentiality.</i>	<b>Retain</b> for 5 years after termination of confidential informant status <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68306 Rev. 0	<b>Investigational Conversations – Recordings</b> Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	<b>Retain</b> for 1 year after transcribed verbatim and verified <i>or</i> until disposition of pertinent case file(s), whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68307 Rev. 0	<b>Investigational Conversations – Transcriptions</b> Transcriptions of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	<b>Retain</b> until disposition of pertinent case file(s) <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

#### 4.4 INVESTIGATIONS

*The activity involved in the collection of information and investigations of suspected or alleged criminal activity.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68308 Rev. 0	<p><b><i>Special Operations Team</i></b></p> <p>Provides documentation relating to special or tactical enforcement operations planned and/or executed by the Special Operations team.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Marijuana eradication;</li> <li>• Swift rescue.</li> </ul> <p>Excludes records that are part of a case file.</p>	<p><b>Retain</b> for 2 years after completion of mission/operation <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
79-03-22119 Rev. 1	<p><b><i>Specialized Investigative Unit (SIU)</i></b></p> <p>Documentation that relates to undercover identity records produced for the purpose of creating an alternative identity for undercover investigations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Vehicle tabs and licenses;</li> <li>• Other alternate forms of identification such as a Social Security card;</li> <li>• Other investigative accrued expenses.</li> </ul>	<p><b>Retain</b> for 3 years after investigation closed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68309 Rev. 0	<p><b><i>Surveillance Recordings – Incident Identified</i></b></p> <p>Recordings created by surveillance equipment used by commissioned officers to investigate criminal activities, which have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.</p> <p><i>Note: Does not include agency building surveillance</i></p>	<p><b>Retain</b> until matter resolved <i>or</i> until exhaustion of appeals process <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

#### **4.4 INVESTIGATIONS**

*The activity involved in the collection of information and investigations of suspected or alleged criminal activity.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68310 Rev. 0	<p><b><i>Surveillance Recordings – No Incident Identified</i></b></p> <p>Recordings created by surveillance equipment used by commissioned officers to investigate criminal activities, which has not captured a unique or unusual action and no litigation or criminal prosecution is expected or likely to result.</p> <p><i>Note: Does not include agency building surveillance.</i></p>	<p><b>Retain</b> for 90 days after date of recording <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 4.5 PROPERTY AND AUCTION MANAGEMENT

*The activity involved in confiscating, seizing, acquiring, and/or auctioning non-agency property as mandated by statute, ordinance or court order.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68312 Rev. 0	<b>Physical Property Seizure/Sale</b> Records relating to the seizure and/or sale of non-agency physical property.	<b>Retain</b> for 6 years after sale of property <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4.6 VIOLATIONS/CITATIONS

*The activity involved in enforcing laws and ordinances and citing violations*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68313 Rev. 0	<p><b>Citations/Notices of Infraction Forms Issued to Officer</b></p> <p>Records relating to the issuance of blank, pre-numbered citations/notices of infractions to officers in accordance to RCW 46.64.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Voided citations/tickets;</li> <li>• Receipt for books and/or devices issued;</li> <li>• New and unused books issued to enforcement;</li> <li>• Citation books turned into enforcement after being issued to commissioned staff.</li> </ul>	<p><b>Retain</b> for 3 years after date issued <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68314 Rev. 0	<p><b>Impounds/Abandoned Vehicles</b></p> <p>Documentation related to vehicles impounded by enforcement.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Impounds and abatements;</li> <li>• Tow-away notices.</li> </ul>	<p><b>Retain</b> for 6 years after disposition of vehicle <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68315 Rev. 0	<p><b>Officer Notebooks</b></p> <p>Notebooks used by commissioned enforcement staff and communications officers to take notes while on duty.</p>	<p><b>Retain</b> for 10 years after last entry <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 4.6 VIOLATIONS/CITATIONS

*The activity involved in enforcing laws and ordinances and citing violations*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68316 Rev. 1	<p><b><i>Vessel Reports/Inspections</i></b></p> <p>Documentation of vessel reports and safety inspections conducted to augment regulatory and safety requirements for vessels on state waterways.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records relating to ballast water reporting forms required for all vessels entering State waters;</li> <li>Records relating to boater safety inspections for compliance with State boating regulations.</li> </ul> <p><i>Note: Inspections may be performed as a courtesy or to meet compliance.</i></p>	<p><b>Retain</b> for 3 years after date of inspection <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4.7 WILDLIFE MANAGEMENT

*Records relating to wildlife interactions with human populations.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18439 Rev. 2	<b><i>Claims For Damage</i></b> Records of claims filed by land owners who have a legal right to commercial crops, commercial livestock, or private land for monetary reimbursement for damages caused by wildlife interaction.	<b>Retain</b> for 6 years after claim closes <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68300 Rev. 0	<b><i>Problem/Dangerous Wildlife Field Incidents</i></b> Documentation related to problem and/or dangerous wildlife incidents/encounters completed by commissioned enforcement staff. Includes, but is not limited to: <ul style="list-style-type: none"> <li>Black bear and cougar incident reports and forms.</li> </ul>	<b>Retain</b> for 3 years after date of incident <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5. HUMAN RESOURCE MANAGEMENT

This section covers records relating to managing the agency's workforce which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to human resource management.

### 5.1 MISCONDUCT/DISCIPLINE

*Records relating to the state government agency's policies and procedures regarding enforcement conduct and discipline.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68304 Rev. 0	<p><b>Administrative Review – Enforcement</b></p> <p>Records relating to administrative reviews conducted in response to specific events to determine staff/officers compliance with policy or procedures.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Compliance reports;</li> <li>• Summaries of review findings.</li> </ul> <p><i>Note: RCW 34.05.494 requires agencies to retain enforcement records of any documents that were considered or prepared by the presiding officer for the proceeding or review.</i></p>	<p><b>Retain</b> for 5 years after completion of review</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 6. LICENSES AND PERMITS

This section covers records relating to the licensing and permitting for hunting and fishing.

### 6.1 DEALER AND VENDOR MANAGEMENT

*The activity of authorizing and monitoring the dealers and vendors who sell Department of Fish and Wildlife licenses and permits.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-05-22337 Rev. 1	<p><b>Dealer/Vendor License Records</b></p> <p>Records documenting licenses issued to dealers/vendors authorized to sell fishing and hunting licenses, stamps, razor clams and shrimp licenses.</p> <p>Including, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and approvals;</li> <li>• Bonds and sales reports;</li> <li>• Terminated dealers/vendors.</li> </ul> <p><i>Note: License does not expire. Active until terminated by the vendor or by Department of Fish and Wildlife. Incomplete or withdrawn applications are held for reference purposes.</i></p>	<p><b>Retain</b> for 7 years after termination of license <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
08-03-61743 Rev. 1	<p><b>Returned Licenses from Dealers/Vendors</b></p> <p>All records pertaining to hunting and fishing license transactions and documents returned by authorized dealers for credit. Vendors issue licenses via a terminal system and documents numbered at time of sale.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 6.2 GRANTING LICENSES AND PERMITS

*The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-08-25204 Rev. 2	<p><b>Commercial License Records</b></p> <p>Records documenting the licensing of commercial boats and wholesalers for harvesting, selling and growing fish and shellfish.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Buoy brand licenses, commercial gear licenses;</li> <li>Wholesale fish dealers, clam farms and oyster farms.</li> </ul>	<p><b>Retain</b> for 6 years after expiration of license <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
77-02-18421 Rev. 1	<p><b>Field Trial Permits (Dogs)</b></p> <p>Provides records of permits issued for any public organized "Hunting Dog", "Retriever", "Versatile Dog", or "Tracking Dog" activity on Department of Fish and Wildlife land or where live wildlife will be used i.e., pheasant, duck, rabbit or raccoon. Participants are in competition with one another for cash awards, trophies, citations, or any other prizes or receive scores for their dogs' performance awarded by the public organizer of the activity.</p>	<p><b>Retain</b> for 7 years after expiration of permit <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
12-03-68233 Rev. 0	<p><b>Fish Transport Permit</b></p> <p>Permit issued to plant fish into ponds or lakes on private land in Washington State.</p> <p><i>Note: Replaces DAN 92-MF-50373.</i></p>	<p><b>Retain</b> for 10 years after expiration of permit <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 6.2 GRANTING LICENSES AND PERMITS

*The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18435 Rev. 1	<p><b>Game Species Special Hunt Applications</b></p> <p>Records of applications and authorizations related to Special Hunts.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Special hunt drawings</li> <li>• Hunters who are authorized to hunt migratory game birds</li> <li>• Hunts related to specific designated access to private land areas</li> </ul> <p><i>Note: Drawings are a random process conducted by the department or by a vendor/contractor and the selected individuals are issued a permit for a specific area, a specific game and and/or for a specific time. New applications are required every year for the drawings and are only valid for the drawing for that calendar year.</i></p>	<p><b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
72-05-02061 Rev. 4	<p><b>Hydraulic Project Approvals</b></p> <p>Records documenting permits approved/denied for construction activity that will divert, obstruct, or change the natural flow bed of state waters. Includes all marine waters and freshwaters of the state except artificial water courses.</p>	<p><b>Retain</b> for 7 years after the date of the original issuance or denial of the permit <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 6.2 GRANTING LICENSES AND PERMITS

*The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-12-68483 Rev. 0	<p><b><i>Hunter/Fisher Disability Privileges</i></b></p> <p>Records related to applications by persons with disabilities to be granted special status for access and special privileges for hunting, fishing and wildlife opportunities.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Special Use Permit applications;</li> <li>• Exception to the Special Use Permit Application Submission For;</li> <li>• Hunter/Fisher Disability Status applications;</li> <li>• Hunter/Fisher Reduced Fees applications;</li> <li>• Road Access Entry Program Submission;</li> <li>• Approvals, denials, renewals.</li> </ul> <p><i>Note: Special Use Permits and Exceptions provide accommodations in hunting, fishing or wildlife viewing activities. Reduced fees application is for reduced fees only. The Fisher Disability Status Application must be completed to receive disability status. Information is entered into WILD System and status remains until updated.</i></p>	<p><b>Retain</b> for 7 years after the date of the original issuance or denial <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68317 Rev. 0	<p><b><i>License Suspensions/Revocations and Reinstatements</i></b></p> <p>Records relating to the notices issued to suspend, revoke or reinstate the rights of an individual to hunt or fish in the state of Washington.</p>	<p><b>Retain</b> for 1 year after cancelled or expired <i>and</i> until exhaustion of appeals process <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 6.2 GRANTING LICENSES AND PERMITS

*The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-04-20718 Rev. 1	<b><i>Permits for Terminally Ill Individuals</i></b> Records of detailed information related to applications and approvals for permits issued to terminally ill individuals.	<b>Retain</b> for 3 years after expiration of permit <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-02-18412 Rev. 1	<b><i>Raptors/Wildlife Rehabilitator License Records</i></b> Records pertaining to licensed falconers and wildlife rehabilitators who have been trained to care for and hunt raptors. Includes, but not limited to: <ul style="list-style-type: none"> <li>• Applications/renewal applications for licenses;</li> <li>• Exams, inspections;</li> <li>• Annual reports/ledgers;</li> <li>• Records of withdrawn applications and failed attempts to pass requirements successfully.</li> </ul> <i>Note: Falconers submit a Renewal Application, Rehabilitators submit an Annual Report for renewal. If renewal requirements are not met, license is terminated and falconers and rehabilitators must go through application process again.</i>	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
96-01-56409 Rev. 3	<b><i>Scientific Collection Permits</i></b> Permits issued to scientists/researchers, educators/educational institutions, museums, aquariums and zoos that authorize the permit holder to collect samples and specimens (such as fish, shellfish, mammals, reptiles, amphibians, their nests and eggs) for scientific and educational purposes.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

## 6.2 GRANTING LICENSES AND PERMITS

*The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18442 Rev. 1	<p><b><i>Special Permits (Enforcement)</i></b></p> <p>Records related to special permits issued through the Enforcement Program. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Bear Depredation and Cougar Management Removable;</li> <li>• Wildlife Control Operator and I-713 Permits;</li> <li>• Kill (Department Kill Authority) permits;</li> <li>• Landowner damage access permits;</li> <li>• Preference permits;</li> <li>• Hotspot permits.</li> </ul>	<p><b>Retain</b> for 3 years after permit expires <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 6.3 REPORTING

*The activity relating to reporting of counts and catches by licensees and permittees.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51256 Rev. 3	<b><i>Fish Receiving Tickets (After 1992)</i></b> Provides a record of all commercial fish catches used for the management of fisheries and to meet legal requirements for documenting user licenses required for annual renewal of fishing licenses.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60306 Rev. 3	<b><i>Recreational Sports Fish/Crab Catch Record Cards – Not Selected for Sampling</i></b> Individual recreational paper based catch cards submitted by licensed fishers/catchers that are NOT selected for sampling.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-06-68506 Rev. 0	<b><i>Recreational Sports Fish/Crab Catch Record Cards – Selected for Sampling</i></b> Records relating to the data derived from sampled individual catch cards captured as images or other compilations gathered to create statistical and analytical reports. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Fisheries management reports;</li> <li>• Season setting/closures;</li> <li>• Quota determinations.</li> </ul> Excludes published reports covered by Publications (DAN GS 15008). <i>Note: Paper records which have been imaged may be destroyed in accordance with Source Records – Imaged (Non-Archival) (DAN GS 11012).</i>	<b>Retain</b> until season/final determinations made <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 6.3 REPORTING

*The activity relating to reporting of counts and catches by licensees and permittees.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18424 Rev. 2	<p><b>Wildlife Game Reports</b></p> <p>Detailed records of information provided by stakeholders and hunters who report game harvest activities. Information gathered may be used for multiple purposes that includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Establishing hunting seasons;</li> <li>• Managing wildlife population;</li> <li>• Game farm production;</li> <li>• Preserving wildlife habitat; and</li> <li>• Developing the Department of Fish and Wildlife Game Management Plan.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

### ***Disposition Authority Number (DAN)***

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

### ***Essential Records***

**Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.**

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*

### **Non-Archival**

**Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.**

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

### **Non-Essential Records**

**Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.**

### **OFM (Office Files and Memoranda)**

**Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

### **OPR (Official Public Records)**

**Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”*

### **Public Records**

#### **RCW 40.14.010 – Definition and classification of public records.**

*"... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."*

### **Records Series**

**A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.**

### **State Records Committee**

**The committee established by RCW 40.14.050 to review and approve disposition of state government records.**

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*

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